



LA MOINE CABLE TV COMMITTEE

606 Douglas Hwy
Lamoine, ME 04605
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town@lamoine-me.gov



Proposed Cable TV Operations Manager Job Description

Creation Date: July 1, 2011

General – The Lamoine Cable TV Operations Manager is responsible for program production, volunteer recruitment and training, general scheduling and operations of the Lamoine Cable TV system.

Supervision – The Lamoine Cable TV Operations Manager shall be immediately supervised by the Administrative Assistant to the Board of Selectmen who shall make recommendations to the appointing authority (Board of Selectmen) in regard to job performance, compensation and, if necessary, discipline. Hiring and termination authority rest finally with the Board of Selectmen according to the policies established by the Board.

Employment Status – The Lamoine Cable TV Operations Manager is a part time, contracted, compensated position. The position is covered by FICA/Medicare insurance, Workers Compensation Insurance.

Duties – The Lamoine Cable TV Operations Manager shall:

1. Become trained in all the aspects of the local cable TV facility, including but not limited to program scheduling, programming production, computer operations and recording equipment operations.
2. Coordinate with the Administrative Assistant on what live and recorded events would be appropriate to televise on the CTV system.
3. Coordinate with volunteer operators to record, if possible, significant town events such as town meetings, and public hearings.
4. Arrange for production of special programming such as School Events, Historical Society, and town promotional opportunities.
5. Recruit volunteer personnel, and provide training to those volunteers.
6. Coordinate periodic meetings of the Cable TV Committee
7. Suggest and help implement improvements to the CTV system
8. Assist with repairs needed to the system.